

**ESSENTIAL JOB FUNCTIONS  
PSYCHIATRIC AIDE  
Northwest Missouri Psychiatric Rehabilitation Center**

- Maintains a therapeutic, physically safe and medically safe environment for psychiatric patients, through performance of para-professional psychiatric care, basic nursing care, and effective interpersonal relations with patients and staff as directed by the Registered Nurse.
- Observes, reports and records patient's mental and physical condition (or is able to detect changes in mental or physical condition) in order to prevent injury or harm to the patient, or other patients and staff, and to provide treatment staff with information on which to make treatment decisions. Utilizes good customer service skills.
- Interacts with patients as part of the treatment plan, including social, recreational and treatment activities in order to provide treatment and rehabilitation.
- Responds to and participates in physical crisis interventions (assaultive/resistive behavior, suicide attempts, medical emergencies, etc.) in order to prevent injury to the patient, other patients, staff and the general public. Ability to perform such techniques as C.P.R. and aggressive management in such situations.
- Responds to internal and external disasters (such as fire, tornadoes, etc.) in order to protect patients, staff and property.
- Able to work overtime and to work on other shifts as directed in order to provide sufficient staff coverage.
- Able to teach patients living skills (hygiene, grooming, social interactions, etc.) as a part of the treatment plan in order to provide continuing treatment. Performs grooming and hygiene (including dressing, bathing, toileting and feeding) for patients unable to do so.
- Ability to participate in classroom and supervised on the job activities relating to care and treatment of the mentally ill. Able to successfully complete initial and ongoing competency based education to provide quality patient care.
- Ability to perform and record bedside nursing activities including taking and recording patients' temperatures, pulses, respirations, blood pressures, urine samples, etc.
- Maintains a safe and clean patient environment by keeping the area free from material which could pose a hazard to patients.
- Able to attend work according to facility policies in order to ensure adequate staff coverage.
- Physical requirements: (examples of physical essential job functions)
  - Standing: 15-30 minutes in sessions, shift report, feeding a patient.
  - Sitting: 15-30 minutes in session, shift report.
  - Walking: Between wings, wings to cafeteria, and/or from main building to cottages up to eight times per day. Able to escort patients from living area to state vehicle and from state vehicle to appointments in community.
  - Climbing: One flight of stairs 5-10 x per shift.

- Hearing: Important to detect potentially dangerous situation, to take blood pressures.
- Vision: Written instructions.
- Communication: Communicate with patients and staff.
- Lifting: Average load of 25 pounds when assisting patients, carry 5#, for 100 feet, linen 10# for 100 feet.
- Agility: Able to kneel, squat, crouch, bend and reach. Ability to evade a strike, able to assist a patient to floor and/or assist in a floor restraint for up to 15-20 minutes. Able to walk throughout the work area. Able to perform CPR on the floor.
- Technical Skills: Ability to manipulate and operate medical equipment (ex. Sphygmomanometer, thermometer, assistive equipment) and computer equipment (ex. Email, intranet).

The above are not inclusive but intended to provide various examples for your understanding the essential job functions.

Should I be employed by this facility, I understand that I will be required to fulfill all essential functions of the job I am hired to perform, with or without accommodation. Inability to do so may render me no longer qualified for this position, and may be considered cause for dismissal. I also understand there is no guarantee that I will be assigned the days off, shift, or patient care area I have requested. Final assignments will be made based on the needs of the facility.

I have read and understand the essential job function(s) for this position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

July 2007